

**TITLE:** Public Postings, Artwork & Exhibits  
**POLICY NUMBER:** 260  
**EFFECTIVE DATE:** 10/19/2022  
**REVIEW DATE:** October 2024  
**SUPERSEDES:** Posting Policy



## Article 1: Purpose

Waukegan Public Library provides opportunities for individuals, community groups, and non-profit organizations to temporarily share information, items, artwork, and other materials that support the Library's mission to engage and inform the public, and support the community's cultural, educational, civic, social, and recreational pursuits.

While Waukegan Public Library is committed to the principles of equity, diversity, inclusion, accessibility and the open exchange of ideas inherent in our Equity, Diversity, and Inclusion Policy, use of display and exhibit space does not constitute sponsorship or endorsement by the Library of the user or the user's beliefs.

## Article 2: Terminology & Space Availability

The Library has limited space available for public postings, displays, and exhibits and will make these spaces available when not in use, or planned for use by the Library. For purposes of implementing this policy, the following definitions and guidelines are used:

- Public postings are paper flyers, handouts, and brochures used to promote or raise awareness of community organizations, events, and activities. The Library vestibule and lobby area have bulletin boards and brochure holders for these purposes.
- Artwork is defined as pieces of art provided for display by a community member or organization. The Library has wall space and shelves available for artwork on the main floor and lower level corridor.
- Exhibits are defined as a collection of information, artwork, or other display of common theme provided by a community member, community organization, or local or national museum or educational agency that sponsors traveling, interactive exhibits. The Library has locking display cases on the lower level, wall space and freestanding open display shelves on the main floor, and may move furniture or use a meeting room to accommodate special, large-scale exhibits.
- A for-profit organization is one whose primary purpose is the sale of property or services for monetary gain.

## Article 3: Bulletin Boards

### Section 3.01 - Criteria for Posting

Organizations engaged in educational, cultural, intellectual, or charitable activities can submit materials for display or posting to library staff. Priority will be given to notices of events sponsored by local community groups, schools and educational agencies, as well as government (State, County, City, Township, districts or departments), non-profit and cultural publications. Community newspapers produced by for-profit organizations

but distributed free of charge, with or without advertising, that contain news and feature articles relevant to the community are allowed subject to space availability.

The Library reserves the right to remove materials, without notifying the originator if the materials do not meet these guidelines, become outdated, or are taking space needed for promotional items for the Library, Friends of the Library, and Library Foundation.

## Article 4: Artwork and Exhibits

### Section 4.01 - Criteria for Artwork or Exhibits

Exhibit materials must be of an appropriate size and quantity to fill the display case or be able to be mounted to the Library's art hanging system, or require floor space that does not impede access or use of the Library. Each exhibit must conspicuously contain the name(s) of the exhibitor and sponsor of the display. (First name, last initial only will be adhered to for displays by minors with parent or guardian's permission).

The Library does not facilitate the sale of any materials. Prices may not be affixed to any material on display. However, the Library can keep business cards or contact information for people inquiring about collectibles or art, with the express permission of the display applicant.

Exhibits must be approved by the Executive Director or their designee. Items will be displayed for one to two months, and may be extended at the discretion of the Library.

## Article 5: Limitations to Use

### Section 5.01 - Type

Posting or exhibit space is not available for use by for-profit organizations. Personal ads, sales ads, or items that recruit, support, or oppose a particular religion, cause or political organization, or partisan politics are prohibited. Furthermore, to prevent injury to Library staff and patrons, material that threatens violence or intimidation of any individual or group; is obscene, defamatory, or invades a particular person's privacy may not be posted or displayed.

### Section 5.02 - Location

Waukegan Public Library recognizes that the rights of individuals or groups to engage with others as a part of public discourse, to request the signing of petitions, or to distribute literature. However, the Library equally upholds the rights of its patrons and employees to enter, use, and leave the Library safely, as well as their right of refusal to sign petitions or accept literature or leaflets without intimidation or harassment.

Persons wishing to solicit signatures on a petition and/or distribute leaflets can do so outside of the Library after notifying staff. They may stand or set up a table in a location that does not impede access to the Library, the use of outdoor library spaces, or create any unsafe traffic patterns on sidewalks or parking lots, or otherwise violate any City ordinance. Any City ordinance regarding use of outdoor public spaces or city property supersedes this policy.

### Section 5.03 - Indemnification

Those wishing to display or exhibit art or other materials must complete a request and release form. While all materials in the Library will be given reasonable care and protection within the limits of the general operation of the Library, the Library and the Board do not assume responsibility for damages or loss suffered on its premises, nor does it carry insurance on any items provided by the exhibitor.